



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.10

Subject: Conflicts Of Interest

Supersedes: DYD 3.6, 8-1-94

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 02/01/98

Revision date:

Application

To All Employees of the Department of Children's Services.

Authority: TCA 37-5-106, HB 1491

Policy

All employees of the Department of Children's Services shall be informed that they are prohibited from having or entering into conflicts of interest with private sector persons, organizations, businesses or corporations or accepting gifts or gratuities for any service performed or intended. Providing confidential information for private interest gain is also prohibited under this policy.

Procedures

A. Guidelines for all employees

1. All Department of Children's Services employees must immediately report any existing or potential conflicts of interest to their supervisor so that job duties may be adjusted if necessary to prevent further occurrence of the conflict of interest situation.
2. All Department of Children's Services employees must report, in writing, to their supervisor any non-official contact with private interests that might rise to a conflict of interest. Written notification must be forwarded to the appropriate assistant commissioner who will determine if further review is warranted.
3. Conflicts of interest prohibited under this policy include, but are not limited to, the following:

- a) Accepting gifts or favors from any child, child's family member, or agent.
- b) Providing gifts or favors to any child, child's family member or agent, except as specifically authorized in the official performance of duties.
- c) Referring children/families to treatment facilities where the employee is otherwise employed or has a financial interest.
- d) Soliciting gifts or favors for any service performed or intended.

**B. Guidelines for
auditors,
inspectors and
procurement staff**

- 1. All employees whose duties are to regulate, inspect, audit or procure goods or services or to administer tax laws, must report to their supervisor a financial interest of more than \$5,000 that would constitute a conflict or potential conflict of interest by them or their immediate family.
- 2. The employee must report the financial interest at the time of assignment of work, in writing, to the immediate supervisor who will determine if the work should be reassigned.

**C. Policy violation
sanctions**

Violations of this policy may result in disciplinary action, up to and including termination.

Forms

None

Collateral Documents

None

Standards

3-JCRF-1A-21

3-JTS-1C-23

3-JTS-1A-29